

# WHS-PRO-010 Hazardous Chemicals Procedure

## Appendix 1: Schedule and Purchasing Requirement Hazardous Chemicals

All purchasing is to occur in compliance with this Procedure and FMPM 710 Procurement Policy and FMPM 711 Procurement Procedure.

Schedule	Description	External Permit/Approval Required	Purchasing Approval Required	Use Code Required	Other Purchase Methods	Supplier Requirements	Chemwatch
S10	<b>Restricted or Prohibited Carcinogen</b>	<p>Yes, via "Form 74 - Application for authorisation to use, handle or store Schedule 10 Prohibited or Restricted carcinogens"</p> <p><a href="https://forms.business.gov.au/aba/qldgv4/application-for-authorisation-to-use-handle-or-store-prohibited-or-restricted-carcinogens">https://forms.business.gov.au/aba/qldgv4/application-for-authorisation-to-use-handle-or-store-prohibited-or-restricted-carcinogens</a></p> <p>OR</p> <p><a href="https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-chemicals/managing-hazchem-risks/carcinogens">https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-chemicals/managing-hazchem-risks/carcinogens</a></p>	<p>Approval required by the responsible supervisor and Dean or College Manager once relevant permits are obtained. These chemicals will only be approved for use where there is a genuine requirement for analysis or research. The WHS Biological, Radiation, and Chemicals Safety Advisor is to be notified of the carcinogen and be provided a copy of the permit and risk managed procedure, to maintain a register of approvals.</p> <p>A risk management procedure is to be supplied with the completed Form 74 to the regulator and the WHS Officer. The risk management procedure will need to contain:</p> <ul style="list-style-type: none"> <li>- Hazard identification</li> <li>- Risk control</li> <li>- Why the chemical must be used</li> <li>- Storage details</li> <li>- Process description</li> <li>- Control measures to prevent exposure</li> <li>- Maintenance and testing procedures or control measures</li> <li>- Atmospheric monitoring</li> <li>- Biological monitoring</li> <li>- Health surveillance program</li> <li>- Spill and emergency procedures</li> <li>- Employee training and information</li> <li>- Decontamination and waste disposal</li> </ul>	<p>Use code 8438 with purchase requisition procedure</p> <p>This approval will be sent to the Authorised Officers Delegated the Vice Chancellor's Authority.</p>	Purchase order only	A copy of the approval will need to be provided to the supplier to obtain the chemical.	Enter into Chemwatch with Maximum Storage Quantity

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NA	Hazardous Chemicals	NA	NA	Use code 8432 with purchase requisition procedure <a href="http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf">http://www.jcu.edu.au/policy/public/groups/everyone/documents/expenses/jcudev_008270.pdf</a>	Small volumes (<\$200.00) of Hazardous and Schedule 11 Hazardous Chemicals can be purchased on credit card provided the chemical is entered into the Chemwatch Inventory/Manifest for the storage location and all other requirements of this procedure have been met. Examples could include filling a jerry can with unleaded fuel.*	NA	Enter into Chemwatch with Maximum Storage Quantity
S11	<b>Schedule 11 Hazardous Chemicals (previously referred to as dangerous goods)</b>	No, but where storage exceeds manifest quantities listed in Table 10.1, Schedule 11, of the Work Health and Safety Regulation 2011 "Form 73 - Notification of a manifest quantity" to be completed and a copy of the current manifest sent with the form. The form can be accessed at <a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a> <ul style="list-style-type: none"> <li>The College Manager or Dean must approve that the increase in quantity is required and will be stored as per the relevant procedures for the class of chemicals.</li> <li>The form is to be lodged in consultation with the JCU WHS Biological, Radiation, and Chemicals Safety Advisor.</li> </ul>	Approval by Supervisor	Use code 8432 with purchase requisition procedure	Small volumes (<\$200.00) of Hazardous and Schedule 11 Hazardous Chemicals can be purchased on credit card provided the chemical is entered into the Chemwatch Inventory/Manifest for the storage location and all other requirements of this procedure have been met. Examples could include filling a jerry can with unleaded fuel.*	NA	Enter into Chemwatch with Maximum Storage Quantity

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NA	Non-hazardous Chemicals, Non Schedule 11	No	No	NA	NA	NA	NA
NA	11 Chemicals of Security Concern	No	Initial approval by College Manager/Dean	NA	Purchase order only	End user declaration form from supplier	Enter into Chemwatch with Maximum Storage Quantity

*\*If there is a need to exceed the \$200.00 credit card limit. Contact the JCU Procurement Unit to make arrangements*